

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

Argent Associates
140 Fieldcrest Avenue
Edison, NJ 08837

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

ARGENT ASSOCIATES

<u>INDEX OSHA SELF AUDIT INSPECTION REPORT</u>	<u>PAGE #</u>
<u>1. SAFETY AND HEALTH PROGRAM</u>	3
<u>2. PERSONAL PROTECTIVE EQUIPMENT</u>	4-5
<u>3. FLAMMABLE AND COMBUSTIBLE MATERIALS</u>	5-6
<u>4. HAND TOOLS AND PORTABLE POWER</u>	7-8
<u>5. LOCK OUT/TAG OUT PROCEDURES</u>	8-9
<u>6. CONFINED SPACES</u>	9-10
<u>7. ELECTRICAL SAFETY</u>	11-12
<u>8. WALKWAYS, WALKING-WORKING SURFACES</u>	13-14
<u>9. ELEVATED SURFACES</u>	14
<u>10. FLOOR AND WALL OPENINGS</u>	15
<u>11. STAIRS AND STAIRWAYS</u>	15
<u>12. HAZARD COMMUNICATION</u>	16
<u>13. WORKPLACE VIOLENCE</u>	17
<u>14. VEHICLES</u>	17
<u>15. FIRE AND EVACUATION</u>	17-18
<u>16. SAFETY INSPECTION REPORT</u>	18
<u>17. ADMINISTRATIVE</u>	18
<u>18. OFFICE SAFETY</u>	19

Argent Associates

© 2011 OSHA SELF AUDIT INSPECTION REPORT

ARGENT ASSOCIATES **SELF-INSPECTION CHECKLISTS**

These checklist items are by no means all-inclusive. **Argent Associates** will add items to these lists if they apply to our operation; however, we will be careful in considering each item and then make appropriate decisions.

SAFETY AND HEALTH PROGRAM

Do we have an active safety and health program in operation that deals with general safety and health program elements as well as management of hazards specific to our work site?
Is one person clearly responsible for the overall activities of the safety and health program?
Do we have a safety committee or group made up of management and labor representatives that meet regularly and reports in writing on its activities?
Do we have a working procedure for handling in-house employee complaints regarding safety and health?
Are we keeping our employees advised of the successful effort and accomplishments we and/or our safety committee have made in assuring they will have a workplace that is both safe and healthy?
Have we considered incentives for employees or workgroups who have excelled in reducing workplace injuries/illnesses?
Is there a system in place of employee notification of hazards?
Is there a procedure of conducting accident/incident investigations?
Is there a medical program in place?
Do we have ongoing safety and health training?
Do we have training for new hires, both general and job specific?
Is there a method in place for tracking the training given?
Is training provided for management, supervisors, and employees?
Is an evaluation of the safety and health management program conducted at least annually?
Do we document the results and use them to improve the program?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

PERSONAL PROTECTIVE EQUIPMENT (PPE)
29 CFR 1910: 132,133,134,135, & 136

Are employers assessing the workplace to determine if hazards that require the use of personal protective equipment are present and useable? (i.e. example, head, eye, face, hand, or foot protection)
If hazards or the likelihood of hazards are found at the worksite, are affected employees given properly fitted personal protective equipment suitable for these hazards?
Has the employer been trained on PPE procedures as to what PPE is necessary for a job task, when it is needed, and how to properly adjust it?
Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
Does protective eye equipment used in areas where hazards from flying objects occur have side shields (Clip on, affixed or slide on side shields)?
Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?
Are protective gloves, aprons, shields, or other means provided and required where employees' hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts, abrasions, punctures, chemical and thermal burns and harmful temperature extremes, blood, or other potentially infectious materials?
Are hard hats provided and worn where there is potential danger for injury to the head from falling objects?
Are hard hats inspected periodically for damage to the shell and suspension system?
Is protective footwear worn by employees in areas where there is a danger of foot injuries from hot, corrosive, or poisonous substances, falling and rolling objects, crushing or penetrating the sole or where the employees' feet are exposed to electrical hazards?
Are approved respirators provided for regular or emergency use where needed?
Is all protective equipment maintained in a sanitary condition and ready for use?
Do we have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

PERSONAL PROTECTIVE EQUIPMENT (PPE)
29 CFR 1910: 132,133,134,135, & 136

Where special equipment is needed for electrical workers, is it available?
Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood, or other potentially infectious materials?
Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?
Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?
Are there appropriate procedures in place for disposing of or decontaminating personal protective equipment that may be contaminated with blood or other potentially infectious materials?

FLAMMABLE AND COMBUSTIBLE MATERIALS
29 CFR 1910: 106

Are combustible scraps, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the work site promptly?
Is proper storage practiced to minimize the risk of fire including spontaneous combustion?
Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
Are all connections on drums and combustible liquid piping, vapor and liquid tight?
Are all flammable liquids kept in closed containers when not in use (for example, parts cleaning tanks, pans, etc.)?
Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
Do storage rooms for flammable and combustible liquids have explosion-proof lights?
Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?
Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

FLAMMABLE AND COMBUSTIBLE MATERIALS
29 CFR 1910: 106

Is "NO SMOKING" signs posted on liquefied petroleum gas tanks?
Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the work site?
Is vacuuming used, whenever possible, to collect combustible dust rather than blowing or sweeping?
Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?
Are fuel gas cylinders and oxygen cylinders separated by distance, and fire-resistant barriers, while in storage?
Are fire extinguishers selected and provided for the types of materials or hazards present in areas where they are to be used? Class A Ordinary combustible material fires. Class B Flammable liquid, gas or grease fires. Class C Energized-electrical equipment fires.
Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?
Are extinguishers free from obstructions or blockage?
Are all extinguishers serviced, and tagged at intervals not to exceed 1 year?
Are all extinguishers fully charged and in there designated places?
Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switchboards and equipment?
Are "NO SMOKING" signs posted and rules enforced where appropriate in areas where flammable or combustible materials are used or stored?
Are safety cans used for dispensing flammable or combustible liquids at a point of use?
Are all spills of flammable or combustible liquids cleaned up promptly?
Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?
Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

**HAND TOOLS AND PORTABLE POWER
OPERATED TOOLS AND EQUIPMENT**
29 CFR 1910: 241, 242, 243 & 244

Are all tools and equipment (both company and employee owned) used by employees at their workplace in good condition?
Are hand tools such as chisels and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
Are worn or bent wrenches replaced regularly?
Are appropriate handles used on files and similar tools?
Are employees made aware of the hazards caused by faulty or improperly used hand tools?
Are appropriate safety glasses face shields, etc. used while using hand tools or equipment that might produce flying materials or be subject to breakage?
Are jacks checked periodically to ensure they are in good operating condition?
Are tool handles wedged tightly in the head of all tools?
Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
Are tools stored in dry, secure locations where they won't be tampered with?
Is eye and face protection used when driving hardened or tempered spuds or nails?
Are grinders, saws and similar equipment provided with appropriate safety guards?
Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?
Are portable circular saws equipped with guards above and below the base shoe?
Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
Are rotating or moving parts of equipment guarded to prevent physical contact?
Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, and air compressors?
Are portable fans provided with full guards or screens having openings ½ inch or less?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

**HAND TOOLS AND PORTABLE POWER
OPERATED TOOLS AND EQUIPMENT**
29 CFR 1910: 241, 242, 243 & 244

Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20-ampere circuits, used during periods of construction?
Are employees who operate power-actuated tools trained in their use and carry a valid operator's card?
Is each power-actuated tool stored in its own locked container when not being used?
Is a sign at least 7 inches by 10 inches with bold face type reading "POWER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?
Are power-actuated tools left unloaded until they are actually ready to be used?
Are power-actuated tools inspected for obstructions or defects each day before use?
Do power-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?
Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

LOCK OUT/TAG OUT PROCEDURES
29 CFR 1910: 147

Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?
Where the power disconnecting means for equipment does not also disconnect the electrical control circuit, are the appropriate electrical enclosures identified?
Is means provided to assure the control circuit can also be disconnected and locked-out?
Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
Are all equipment control valve handles provided with a means for locking-out?
Does the lockout procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

LOCK OUT/TAG OUT PROCEDURES
29 CFR 1910: 147

Are appropriate employees provided with individually keyed personal safety locks?
Are employees required to keep personal control of their key(s) while they have safety locks in use?
Is it required that only the employee exposed to the hazard, place or remove the safety lock?
Is it required that employees check the safety of the lock-out by attempting a startup after making sure no one is exposed?
Are employees instructed to always push the control circuit stop button immediately after checking the safety of the lockout?
Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?
Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?
When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?
In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?

CONFINED SPACES
29 CFR 1915.94

Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
Are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials turned off and blanked or disconnected and separated before entry?
Are all impellers, agitators, or other moving parts and equipment inside confined spaces locked-out if they present a hazard?
Is either natural or mechanical ventilation provided prior to confined space entry?
Is adequate illumination provided for the work to be performed in the confined space?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

CONFINED SPACES
29 CFR 1915.94

Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?
Is there an assigned safety standby employee outside of the confined space when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?
Is adequate illumination provided for work to be performed in the confined space?
Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?
Is the standby employee trained and equipped to handle an emergency?
Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?
Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable
Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?
If employees will be using oxygen-consuming equipment-such as salamanders, torches, and furnaces, in a confined space-is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
Is each confined space checked for decaying vegetation or animal matter, which may produce methane?
Is the confined space checked for possible industrial waste, which could contain toxic properties?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

ELECTRICAL SAFETY
29 CFR 1910.137, 332, 333, 334, & 335

Do we specify compliance with OSHA for all contract electrical work?
Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?
Are portable electrical tools and equipment grounded or the double insulated type?
Are electrical appliances such as vacuum cleaners, polishers, and vending machines grounded?
Are ground-fault circuit interrupters installed on each temporary 15 or 20-ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?
Are multiple plug adapters prohibited?
Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
Do we have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?
Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
Are flexible cords and cables free of splices or taps?
Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipments, etc., and is the cord jacket securely held in place?
Are all cord, cable and raceway connections intact and secure?
In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls) determined before digging, drilling or similar work is begun?
Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

ELECTRICAL SAFETY
29 CFR 1910.137, 332, 333, 334, & 335

Are metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?
Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
Are disconnecting means always opened before fuses are replaced?
Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
Are all electrical raceways and enclosures securely fastened in place?
Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
Are electrical enclosures such as switches, receptacles, and junction boxes, provided with tight fitting covers or plates?
Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding?
Is low voltage protection provided in the control device of motors driving machines or equipment, which could cause probable injury from inadvertent starting?
Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?
Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?
Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?
Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?
Are employees prohibited from working alone on energized lines or equipment over 600 volts?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

WALKWAYS, WALKING-WORKING SURFACES
GENERAL WORK ENVIRONMENT
29 CFR 1910.22, 23, 24, & 28

Is a documented, functioning housekeeping program in place?
Are all work sites clean, sanitary, and orderly?
Are works surfaces kept dry or are appropriate means taken to assure the surfaces are slip-resistant?
Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?
Is combustible scrap, debris and waste stored safely and removed from the work site properly?
Is all regulated waste, as defined in the OSHA bloodborne pathogens standard (1910.1030), discarded according to federal, state, and local regulations?
Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?
Is combustible dust cleaned up with a vacuum system to prevent the dust from going into suspension?
Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?
Are covered metal waste cans used for oily and paint-soaked waste?
Are aisles and passageways kept clear?
Are aisles and walkways marked as appropriate?
Are wet surfaces covered with non-slip materials?
Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

WALKWAYS, WALKING-WORKING SURFACES
GENERAL WORK ENVIRONMENT
29 CFR 1910.22, 23, 24, & 28

Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?
Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?
Are changes of direction or elevation readily identifiable?
Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
Is adequate headroom provided for the entire length of any aisle or walkway?
Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
Are bridges provided over conveyors and similar hazards?

ELEVATED SURFACES
29 CFR 1910.67

Are signs posted, when appropriate, showing the elevated surface load capacity?
Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toe-boards?
Is a permanent means of access and egress provided to elevated storage and work surfaces?
Is required headroom provided where necessary?
Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

FLOOR AND WALL OPENINGS
29 CFR 1910.23

Are spilled materials cleaned up immediately?
Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
Are toe boards installed around the edges of permanent floor openings (where persons may pass below the opening)?
Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?
Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?
Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate?

STAIRS AND STAIRWAYS

Are standard stair rails or handrails on all stairways having four or more risers?
Are all stairways at least 22 inches wide?
Do stairs angle no more than 50 and no less than 30 degrees? Are step risers on stairs uniform from top to bottom? Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

HAZARD COMMUNICATION
29 CFR 1910.1200

Is there a list of hazardous substances used in our workplace?
Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling, and employee training?
Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
Is there a Material Safety Data Sheet readily available for each hazardous substance used?
Does this program include the following information?
An explanation of what an MSDS is and how to use and obtain one?
MSDS contents for each hazardous substance or class of substances?
An explanation of the "Right to Know" rule?
Has the employer identified where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas?
Have the physical and health hazards of substances in the work area, and specific protective measures to be used been identified?
Have the details of the hazard communication program, including how to use the labeling system and MSDS's been communicated to the employees?
Are employees trained in the following areas?
How to recognize tasks that might result in occupational exposure?
How to use work practice and engineering controls and personal protective equipment and to know their limitations?
How to obtain information on the type's selection, proper use, location, removal handling, decontamination, and disposal of personal protective equipment?
Who to contact and what to do in an emergency?
Is there an employee-training program for hazardous substances?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

WORKPLACE VIOLENCE

Are security cameras and mirrors placed in locations that would deter robbers or provide greater security for employees?

Are there areas in which our employees would be subject to violent acts by customers, uninvited guests or fellow employees?

Is access and freedom of movement within the workplace restricted to only those who have a legitimate reason for being there?

Have employees, supervisors, and managers been trained to recognize warning signs of potential workplace violence?

VEHICLES

Do all employees who drive a company vehicle have their driving records checked on an annual basis?

Are driver and vehicle files maintained, subject to commercial Driver's License regulations?

Is a regular maintenance program in force and documented for all company-owned or leased vehicles?

FIRE AND EVACUATION

Are all exits marked and operable at all times?

Have employees been trained in proper fire evacuation procedures?

Is our fire department well acquainted with our facilities, their locations and specific hazards?

Are fire extinguishers mounted in readily accessible locations and are they properly maintained?

Does Argent Associates have an emergency response plan and are personnel instructed in emergency procedures (location of exits and fire extinguishers, medical)?

Are emergency telephone numbers clearly posted?

Are evacuation routes clearly posted?

Are fire alarm pull boxes clearly identifiable and unobstructed?

Are fire hose stations and extinguishers clearly identifiable and unobstructed?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

Are fire extinguishers tagged with current annual inspections?
Are fire escapes, exit doors, stairwells, and corridors kept clear and unobstructed?
Do self-closing devices and door latches on fire doors work freely and do doors open from both sides? (Doorstops are not permitted.)
Are all exits marked and illuminated with exit signs?

SAFETY INSPECTION REPORT

Do we have an active safety and health program in operation that deals with general safety and health program elements as well as management of hazards specific to our work site?
Is one person clearly responsible for the overall activities of the safety and health program?
Do we have a safety committee or group made up of management and labor representatives that meet regularly and reports in writing on its activities?
Do we have a working procedure for handling in-house employee complaints regarding safety and health?
Are we keeping our employees advised of the successful effort and accomplishments we and/or our safety committee have made in assuring they will have a workplace that is safe and healthful?
Have we considered incentives for employees or workgroups who have excelled in reducing workplace injuries/illnesses?

ADMINISTRATIVE

Is the OSHA poster "Safety and Health Protection on the Job" (English and Spanish versions) displayed in a specific location accessible to all employees?
Are signs concerning building exits, room capacities, floor loading and exposure to X-rays, microwaves or other harmful radiation or substances posted where appropriate?
Have the computer workstations been ergonomically evaluated for employees who spend more than 4 hours per day at a computer?
Has a chemical inventory of all hazardous materials been completed and forwarded to the Safety and Health Manager, and do employees have access this information?
Are employee records of exposure to hazardous substances, and Material Safety Data Sheets (MSDS's) kept on file?
Is documentation of training, safety inspections and corrections maintained and accessible?

Argent Associates
© 2011 OSHA SELF AUDIT INSPECTION REPORT

OFFICE SAFETY

Are electrical panels accessible and clearly identified?
Are electrical equipment such as copiers and computers grounded?
Are electrical appliances near sinks guarded with a GFCI (Ground Fault Circuit Interrupter)?
Are electrical cords in good condition (no broken insulation or missing ground prong on the plugs)?
Are extension cords in use just for temporary requirements? (They will not be used in lieu of permanent wiring.)
Is broken, unguarded or otherwise dangerous equipment or furniture promptly removed or disabled so it cannot cause bodily injury?
Is rolling equipment working correctly and properly stored?
Are all toilets and washing facilities clean and sanitary?
Are all worksites and storage areas kept orderly and sanitary?
Are work surfaces kept dry and/or are appropriate means taken to assure the surfaces are slip-resistant?
Are spilled materials or liquids cleaned up immediately?
Are shelves, file cabinets, and furniture more than 5 feet tall adequately secured to prevent tipping or falling?
Are the tops of shelves, file cabinets, and furniture more than 5 feet tall free of material that could fall and cause injury?
Is all work areas adequately illuminated?